

NABSW Comprehensive Committee Report

Quarterly/ Annual Report for Constitutional Review Committee

For March 2017

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Description of Committee

The Constitutional Review Committee was charged with the responsibility of amending and refining language in the Constitution and By-Laws for proposed and approved amendments and policies from July and October 2016 Steering Committee Meetings.

Committee Goals and Objectives For 2016- 2017

- To assure that chapters are notified about policy changes and proposed Constitutional amendments within time lines set by the Constitution and By-Laws.

- Refine language in the Bereavement Policy presented to the SCM at the October 2016 meeting and prepare it for distribution to members by February 2017.
- To provide policy and procedure templates to national committees.
- To facilitate the development of an Operations Manual for NABSW in order to provide a record of the “hows and whys” we manage operations of the national organization. The Operations Manual will serve as a guide for future leaders of the organization rather than only relying on “institutional memories”. The compiled Manual will be available on the national website.

Committee Meetings

- The Committee had 10 e-mail communications and 6 conference calls since the October 2016 Steering Committee meeting.

Accomplishments

- In 2016 the amendments to the Constitution and By-laws regarding increasing NABSW membership dues were ratified at the annual meeting.
- The Grace Period Policy and the Proxy Voting Policies were ratified in 2016.
- The wording of the two amendments to the Constitution and By-Laws was refined in 2017. The amendments clarified duties of the Treasurer and clarified membership affiliation for individuals not affiliated with chapters.
- The information about the amendments and their rationales were distributed to the members by e-blast in February 2017.
- The Bereavement Policy was approved in concept at the October SCM and given to the Constitutional Review Committee to refine language. The Committee clarified the language of the policy and made sure that the policy was disseminated to the membership by e-blast in February 2017.
- An Operations Manual template was developed by the Committee members and distributed.

Future Objectives

- To present amendments to the Constitution and By-Laws for ratification at the 2017 Annual Meeting.

- To present Bereavement policy for final approval at April 2017 SCM.
- To present an Operations manual to the Steering Committee by July 2017.

Action Items:

- Move the acceptance of the Constitutional Review Committee Report.